

*A Virginia Honor Band for 26 Consecutive Years*

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# LAKE BRADDOCK BRUIN BAND



## PARENTS' GUIDE

Prepared by:  
The Lake Braddock Bruin Band Boosters, Inc.  
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Website: [www.lbband.org](http://www.lbband.org)

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## Welcome

The Lake Braddock Band program is one of the most highly acclaimed band programs in Virginia and is well known across the United States for its pursuit of excellence and high achievement year after year. The success and prestige of the program is brought about by hard work on the part of all concerned: the directors, the booster members', families, and especially the students.

The Marching Band brings honor to Lake Braddock Secondary School through various performances and contests during the fall. The concert band continues this fine tradition during performances in the winter and spring. The Color Guard is an integral part of the Marching Band and also performs in Guard competitions in the spring.

We welcome those of you who are new to the Bruin Band Family as well as those who have been associated with the program for many years. You and your family are part of a group that enables your child to grow musically and socially. We hope that you will take the opportunity to join the Bruin Band Boosters and further support the band programs.

You probably have some questions about how the band program works. This guidebook attempts to answer as many questions as possible such as: "*When does it happen? Who does what? How much does it cost?*" And especially, ***HOW CAN I HELP?*** The information within this guide is up to date at time of publication any changes and new information are published in the *Bruin Bandstand* (the booster newsletter, which is mailed periodically to all students' homes throughout the school year) and posted to the band website, [www.lbband.org](http://www.lbband.org). Parents are also notified of changes and other important items via the phone tree, general e-mail, and at general membership meetings. If you have any questions, please ask any member of the Band Boosters Board of Directors or Committees. Their names, phone numbers, and email addresses are in Appendix I of this handbook.

In June, before the end of the school year, your child should have turned in a Pre-School Marching Band Rehearsal Forms. It is important to ensure the information is complete and accurate as these forms provide information that is included in the Band Directory and assist in emergency care if needed. The Directory is created yearly for parents and usually published in August. The directory not only has all the names and phone numbers of the band members but also has a calendar of all band events occurring during the year. Ask your child for it during the start of the Pre-School Band Rehearsal. **NOTE: Emergency Care Forms must be completed and turned in before your child can participate in Pre-School Band Rehearsal.**

Parents are welcome at all events (no matter what you might hear from your own child). In fact, it's the parent attendance that generates much of the excitement at games, competitions, and concerts. The students work too hard to be ignored and deserve our utmost support.

Come to the home football games and sit with us. It's not hard to find us. There are a lot of yellow jackets and purple sweatshirts in this part of the crowd. **(NOTE: Band families generally sit on either side of the band on the home side -that's either around the 50-yard line or the far 20-yard line.)**

We are happy to have you with the band and look forward to seeing you at Burke Lake Park at 6:00 pm on Friday, August 24<sup>th</sup>, for the annual student and family band picnic. Be sure to bring your checkbook as you will have the opportunity to purchase fundraising items. (See Sections on Fundraiser and Spirit Wear for details on items that will be available)

## Band Boosters Organization

The LAKE BRADDOCK BRUIN BAND BOOSTERS, INC. is a non-profit public charity (501.c3) incorporated in the Commonwealth of Virginia to provide financial and organizational support to the band programs, their directors, and the school they represent. Volunteer activities are organized and promoted by the Board of

Directors and committee chairpersons. See the "Volunteer Opportunities" paragraphs of this handbook for some of the many ways you can support the Band Booster programs.

Membership in the Bruin Band Boosters is open to any interested person. In past years, the membership fee has been \$5.00 per person per year. Membership entitles you to participate in all booster-sponsored activities; to attend free of charge the scheduled band concerts at Lake Braddock and to vote on all issues brought before the organization at meetings of the general membership.

General Membership meetings are held approximately four times per year, generally the second Mondays of Sept, Nov, Feb (or Mar), and May. These meetings provide the membership with an opportunity to meet other band parents, the members of the Band Booster Board and Committees, and band directors. It is an opportunity to ask questions on any band subject. The meetings last about one hour, are held in the large band room at Lake Braddock Secondary School, and are advertised in advance via email, the band webpage and in the newsletter. Additional meetings are scheduled at the start of the year, prior to concerts, and prior to the spring trip.

*The Boosters are always striving to improve the Band Parents' Guide please provide any suggestions you may have for next year's edition to the Secretary or President of the Boosters.*

## **Band Performance Categories**

### **High School Advanced Bands**

Advanced band class is designed for the sequential study of instrumental music literature and advanced rehearsal and performance techniques. It is a performance organization for selected students of high achievement and talent. Marching band techniques, performance, and rehearsals, both in and outside of school, are required in this class. Additional performance experiences such as full symphonic orchestra are recommended when schedules permit. After-school rehearsals and performances are required. Membership is by audition and instrumentation for the group will be at the discretion of the directors. Please don't be confused by the FCPS course descriptions for band, which list 2 levels for band; there are 3 "advanced" credit bands at Lake Braddock (Symphonic and Concert Bands I and II). The "total experience" is what enables your child to achieve "advanced" band credit.

### **Intermediate Band**

Intermediate Band credit is available for students wishing to improve their skills in order to become members of one of the advanced performing groups. This group of students does not march.

### **Jazz Band**

The Jazz Band is a select performing group that meets as a separate class during the school day. Membership must be approved by Band Director's and concurrent membership in a performing group (advanced band, orchestra, or guitar) is required. Contact Mr. Michael Luley, Jazz Band Director, for additional information.

### **Percussion Ensemble**

The Lake Braddock Percussion Ensemble is an extra-curricular musical group open to the Lake Braddock high school percussionists. The Percussion Ensemble rehearses once a week after school and performs with the Jazz Band and Trombone Choir several times throughout the year. In this ensemble, members are exposed to the many different percussion instruments and types of music ranging from melodies on mallets to drum line cadences.

## Marching Band

The Marching Band is composed of all members of Symphonic Band, the two Concert Bands and the Color Guard. The Marching Band maintains an extensive performance and competition schedule in the fall quarter. The season begins with mandatory Pre-School Band Rehearsal and requires after-school rehearsals through the end of football season. In addition, section leaders can and do call mandatory sectional rehearsals outside of school or band rehearsal hours. They can be on a regular schedule or on an as needed basis to address problems in marching, color guard drill, or music performance. All of these commitments are part of the band course. Expenses for competitions and festivals in the fall and winter are borne by the individual band members and are included in the transportation fee which, along with the uniform fee, is collected during Pre-School Band Rehearsal. The Pre-School Band Rehearsal fee is collected in the months of May and June preceding the start of Pre-School Band Rehearsal. For more information, see specific headings in this guide.

## Color Guard

The Color Guard functions as an essential part of the Marching Band. Auditions are held each spring. The Color Guard rehearses approximately ten times throughout the summer and then follows the Pre-School Band Rehearsal schedule. Color Guard members support the bands during the concert season. They also perform in their own Spring Guard competition and also receive the whole-hearted support of the band and band parents at these times. During Spring Guard season, Color Guard captains will notify your students of their practice times. Throughout the marching band and concert seasons, the high school band director keeps in touch with the Color Guard captains and keeps them informed on items announced in band class. This allows the captains to relay band information to the Color Guard members and their parents. If you have questions, please call the Band Booster Color Guard chairperson.

## Trombone Choir

One of the most unique and enjoyable band ensembles is the Lake Braddock Trombone Choir. The trombone choir welcomes all high school trombone players to join them on Tuesday nights at 8pm for practice. They play under the direction of Mr. Mike Wheeler and perform at the same concerts as the Jazz Band. This fun and challenging experience will improve skills and be a rewarding experience.

## Band Directors & Band Booster – Contact Numbers

See Appendix I for contact information.

## Communications

The Lake Braddock Band is a large group of students that must play together in unison and also work in unison to be successful and thus communication is paramount. There are several means of communication:

- **Verbal Instruction** from directors in class
- **Handouts** by band directors
- **Newsletter** – The *Bruin Bandstand* (the newsletter mailed to parents) provides information to parents and supplements information to students. The newsletter is mailed to all members households and is sent generally seven times during the school year.
- **Webpage** – located at [www.lbband.org](http://www.lbband.org). Please check the band website often for up to date information
- **Email Reminders** – Periodically, emails will be sent to Band families with reminders of upcoming events.
- **Phone Tree for urgent messages** – Families of all Band members are placed on a calling list. **Volunteers** call or email 6 to 8 families on an as needed basis with urgent information.

## Competitions

Specific dates, times, and locations of fall marching competitions and spring concert festivals are published on the Band website ([www.lbband.org](http://www.lbband.org)), in the *Bruin Bandstand* and in the Directory (which goes home during Pre-School Band Rehearsal). Parents are encouraged to attend these events. There are 3 marching competitions each fall and a small admission fee of about \$5.00 is generally charged for spectators (admission fee is waived for chaperones, uniform closet volunteers and the pit crew). Only those parents who are officially signed up to be chaperones travel on the buses with the students (no younger siblings are allowed to ride the bus). Carpooling has been successful for those parents who wish to attend local events.

Each student supplies his or her own food, beverage, and treats for these one-day band trips. The band director will announce to the students if food stops will be made or if brown bagging is required. Students are allowed to carry small coolers, etc. on the buses. County policy prohibits the possession or consumption of alcohol or any banned substances. Sufficient chaperones are necessary for each trip and activity.

## Concerts

Three to five concerts are scheduled each year—Winter (usually December), Pre-Festival (February or March), and Spring (May/June). These concerts are held at Lake Braddock Secondary School in the Little Theater. Admission is \$2.00 per person (Members of the Bruin Band Boosters are admitted free). In addition, there are generally two Jazz Bands and Small Ensemble (i.e., Trombone Choir) concerts during the year and individual or group recitals in the spring.

Band members are required to arrive early (as specified by the director) in order to dress, tune, and warm up. They are expected to remain for the entire concert. **The band director must approve exceptions well in advance.**

### Concert CD Recordings

Each concert is professionally recorded and CDs are available for purchase. Prepaid orders are taken the evening of the concert and the CD is delivered to the school several weeks later. Orders can also be mailed to the recording company within a week of the concert. For an additional charge, CDs can be mailed directly to an address you specify. The cost of the CDs is determined by the recording company (approximately \$18 per CD).

## DVD/Video Yearbook

The Bruin Band Boosters produce a very popular video yearbook of marching band memories that it offers for sale. Members of the video committee record the activities of the marching band throughout the marching season. The video usually includes shots of summer marching band rehearsal, band performances at home football games (both on the field and in the stands), competition performances, Tag Day, car washes, along with clips from prior year marching seasons. DVDs of the videos can be ordered starting at the Band picnic in August 2007 for delivery in June 2008. Order forms are included in the newsletters and on the band website.

## Extra-Band Opportunities/Requirements

### District Band

District Band is open to all students on an audition basis. Symphonic and Concert Band members are strongly urged to participate in this audition. Symphonic and Concert 1 Band members are required to

participate in either District Band auditions or the Solo and Ensemble Festival. District Band auditions are usually held in early January at a designated Fairfax County school. Information about registration and required fees is available from the band director.

### **Instrument Petting Zoo**

The Instrument Petting Zoo (IPZ) is a community outreach and education project sponsored by the Women's Committee of the National Symphony Orchestra (NSO.) Children (and their parents) have the chance for hands-on fun with instruments they see professionally played on stage. LB band and orchestra students have the honor to be the instrument demonstrators. Typically there are four events held throughout the year, which are determined by the NSO. They include the annual Kennedy Center Open House Festival, selected NSO Family Concerts, and a summer concert at the Carter Barron Amphitheater.

Events and dates are announced in the newsletter, in band e-mails, on the website and during class. Any student may volunteer. A month prior to the event sign-up posters are placed in the band and orchestra rooms. Participants are selected on a first-come basis. On the day of the event students wear band/orchestra t-shirts, nice slacks or skirts, and comfortable shoes and are transported via carpools between LB and Washington, D.C. All instruments and mouthpieces are provided by the NSO. Participants receive service hours and band students may include the event towards earning a band letter.

### **Pep Band (Football Season)**

Pep Band provides school spirit for away football games. Membership is limited. Interested band members may indicate their interest by signing up with the band director who will then select those who will participate in the Pep Band. The school provides transportation on school buses. Uniforms are not required for this school activity. Chaperones are always needed for Pep Band.

### **Solo and Ensemble Festival**

Solo and Ensemble Festival is open to all students. Symphonic and Concert Band members are strongly urged to participate. Symphonic and Concert I Band members are required to participate in either District Band auditions or the Solo and Ensemble Festival. The Solo and Ensemble Festival provides an opportunity for a student to learn a different genre of music and perform at a variety of skill levels. Each soloist or ensemble plays with a personally chosen accompanist (if the music requires) before a trained adjudicator and receives a grade and written critique. The Solo and Ensemble Festival is held each spring in April. Information about registration and required fees is available from the band director.

### **Tri-M Music Honor Society**

The Tri-M Music Honor Society is the international music honor society for high school students that motivates and recognizes student's musical ability, academic excellence, school involvement and community service. Founded in 1936 by Alexander and Frances Harley, incorporated and renamed Modern Music Masters in 1952, and in 1983 recognized as the Tri-M Music Honor Society, a program of MENC (National Association for Music Education). Tri-M has helped young people provide years of service through music in thousands of schools throughout the world. Through more than 4,100 chartered chapters, thousands of students have received recognition for their efforts and honor for their musical accomplishments.

There are several requirements to maintain your membership in the Tri-M Music Honor Society:

- **Maintain Your GPA.** All members must maintain a 3.0 overall GPA and a 3.5 or higher in music.
- **Complete the Service Hours requirements:** Each member must complete six service hours per semester. These service hours may include any of the following recommended activities:
- **Assist any Music Teacher**
- **Tutor a student in music**
- **Assist at a music concert**

(If you have any questions about what is an appropriate service project, simply ask Ms. Holmes)

ALL MEETINGS ARE MANDATORY!

## Fee Payments

Students pay fees for Pre-School Band Rehearsal, uniform rental and maintenance, marching band trip transportation, optional auditions (e.g., District Band and All State Band), and the spring trip. These funds are managed through several Band Booster accounts depending on the activity. Students can pay these fees by check or by transferring funds from their student accounts. Students deposit money (in a properly labeled envelope) and/or student account claim forms in the "Purple Box" which is inside the large band room. Officials of the Band Boosters or the Office Assistant for the music office remove these fees, deposit them, and turn deposit slips over to the Band Booster treasurer. **Please note that you should make checks payable to Bruin Band Boosters or just "BBB"**. See the Student Accounts section under Fundraisers for more information regarding student accounts.

Please be aware that there is a small amount of money set aside in the budget for need-based scholarships. You can contact any of the directors for more information. All information is kept confidential.

## Fundraisers--General

Several types of fundraising activities occur each year. Fundraisers provide operating capital for replacing marching band and concert uniforms, purchasing band instruments, subsidizing the costs of trips, Pre-School Band Rehearsal, and other band activities. It also covers many other items covered under the typical band operating budget. The Band Boosters sponsor several activities such as Combined Federal Campaign, Tag Day and selling White House Ornaments. Students and parents are encouraged to participate in these activities. An explanation of each activity is below:

### Combined Federal Campaign (CFC)

Federal employees can make contributions to the Lake Braddock Band Program through the Combined Federal Campaign (CFC). If you want to contribute to the band, please designate the Lake Braddock Band Program at your place of employment when you register to contribute to the CFC. If you want us to know you contributed, under "Recognition Options," please complete your address information to authorize CFC to release your name, and/or send a copy of the form to the Band Boosters c/o the Treasurer. If you have children in the high school or middle school band, chorus, or orchestra as well as the band, and would like to allocate your contribution to among those programs, send us a copy of the CFC form and we will allocate your contribution according to your directions accompanying the form.

### Tag Day

**Tag Day is the major fund-raising event for the band.** All students are required to participate. Tag Day is held the first Saturday after the start of school with the following Saturday as a rain date. Check our website and newsletter for exact date and other details. The time is usually 7:30 a.m. to approximately 1:30 p.m. **Your student must participate for the entire time.** Students, in groups with a chaperone-driver, go house to house in the Lake Braddock school district and ask for tax-deductible donations. **Students wear their band uniforms.**

Many volunteers are needed prior to and on Tag Day to help with this event. Parents are needed to drive (**drivers must be over 21 years of age--no exceptions**) or volunteer the use of their home as a "sector house". Volunteers are also needed to donate snacks and help with other areas. A sector house is where

groups are assigned to drop off money to be counted. This is also where snacks and beverages are served to the students and volunteer drivers. After sector collections are turned in at the school everyone enjoys pizza and soft drinks to celebrate a job well done. **Tag Day is extremely important to the success of the band program and volunteers are needed in many areas.** If you are interested in knowing more on how Tag Day supports the Band contact the Tag Day chairperson (See Appendix I)

### **White House Ornament Sale**

The band will be selling White House Christmas Ornaments again this year. The White House issues a new ornament every year and offers them for sale in a limited number of places. Ornaments will be on sale at the Band Picnic and at other events. The final price is not yet determined but is expected to be about \$18.00 with more than \$3.00 of that price going to the Band Boosters. The ornaments are beautiful and often are displayed not only on Christmas trees but in a frame or on easels. All are encouraged to support the sale of these collectors' items. Students can earn letter points by participating in this fundraiser.

## **Fundraisers—Student and Student Officer Accounts**

All of the following fundraisers are open to all Band members.

### **Student and Student Officer Accounts Operation**

The band boosters also sponsor fundraising efforts to help students cover the costs of their participation in the band program. The primary fundraisers for this purpose are citrus sales, the sale of Entertainment Books, and scrip sales, all of which are described below. The student may accumulate profits which are maintained in a Booster-administered account. The student may use these funds for band trip expenses, fees, and other band expenses. These student funds may also be applied to their parents' expenses should they decide to chaperone the spring trip. Account balances are posted in the band room and are periodically sent directly to families by the Treasurer. Student account claim forms are available in the band room, the Music Department Secretary, or from the Treasurer. The forms can also be downloaded from the Fundraisers page on the band website.

Funds carry over from year to year. At the conclusion of a student's band involvement any excess in the student's account reverts to that student's sibling (if the sibling will be moving into the band program within a reasonable time). If the student has no sibling in the band program excess funds go into the Student Officers' account. No funds are ever paid directly to students, but rather are applied either to (1) expenses as directed by the student via a claim form, (2) a sibling account as appropriate, or (3) to the Student Officer account as appropriate.

**Important:** Students and their family members can and sometimes do raise all necessary money for their participation in the band program through fundraisers. If you have questions, please contact the Band Booster Treasurer.

### **Car Washes**

The Student Band officers sponsor and arrange car washes that occur at the start of marching band season. The exact dates are published in the summer newsletter and on the band website ([www.lbband.org](http://www.lbband.org)). The car washes are usually held at Burke area locations. All band members are encouraged to participate. Funds raised are earmarked for the Student officer gift which is presented to the band at the end of the school year. Any excess funds defray the costs associated with producing the slide shows presented at the Progressive Dinner and Awards Banquet, gifts for band directors, and the creation of the annual band photo collage. Working the car washes could help the student earn a letter point at the discretion of the Director.

### **Citrus Sales (Fall/Winter)**

The Lake Braddock community looks forward to the band's grapefruit and orange sales that occur twice a year with deliveries in December and February. The Lake Braddock Band has been doing business with the same grove stand in Florida for over 20 years. Orders are taken a month prior to delivery. Delivery day requires parent volunteers and students to help offload a semi-trailer full of boxed fruit. Students and family members are required (regardless of the weather) to pick up their orders at the school by 6:00 p.m. on delivery day. Prices for the boxes of fruit vary from year to year depending on growing conditions and market concerns, but they generally are comparable to the prices in our local grocery stores. Students earn approximately \$3.00 - \$4.00 per box of fruit sold (depending on the total number of boxes sold by all band members). This money goes directly into their individual accounts. Complete details for each sale, along with order forms and tally sheets, are sent home with each student 4 to 6 weeks before the delivery date. Parents be sure to ask for the forms in late October and mid January if you haven't seen them. A full explanation of citrus sales is given at the November Band Booster General Membership meeting.

### **Entertainment Books (Fall)**

Entertainment Books are another Fundraiser sponsored by the Band Boosters to give students a chance to earn money to offset band expenses. The Entertainment Books contain discount coupons for restaurants, fast food, movies and other activities. Entertainment books usually sell for \$25 and the usual profit for each student is 50 percent or \$12.50 which is placed into the student's account. The sale of these books starts in the fall. They will be available at the Band Picnic in August.

### **Scrip Sales (Year round)**

Students and their families can earn a high percentage of return on scrip cards. These cards can be used at over 100 local stores including grocery and hardware stores. Scrip cards allow you to reduce your student's individual out-of-pocket expenses for band events such as the Pre-School Band Rehearsal fee or spring trip fees. The scrip order form includes over 140 local merchants with percentage earnings for student accounts from 1.5 to 18 percent. See the band website ([www.lbband.org](http://www.lbband.org)) for an order form and contact information.

## **Instrument Exchange**

Whether a student wants to upgrade, sell, trade, or give away a musical instrument or is look for postings from others who have musical equipment they would like to buy, sell, or trade, the Instrument Exchange page is there to help. The Instrument Exchange page is posted on the band website

The section on instruments "wanted" is restricted to LB MS or HS band students. The section on instruments for sale: can be used by any Lake Braddock MS and HS students or alumni and any Fairfax County Resident (at the discretion of the "Instrument Broker") to list a musical instrument for sale or trade. **Digital pictures are accepted.**

Once an item is listed as wanted or for sale, eligible buyers or sellers can make contact with each other through the [InstrumentBroker@lbband.org](mailto:InstrumentBroker@lbband.org). **NO PERSONAL INFORMATION WILL BE LISTED ON THE WEBSITE!** The Instrument Broker will verify contact information before exchanging seller/buyer contact information.

## **Letters/Point Sheets/Individual Trophies**

Once students enter the music program at the high school level they have the opportunity to earn points toward a band letter, bar, or trophy. Points are awarded for a variety of band-related activities and are cumulative for the four years. Point sheets are updated at the end of each school year and are filed by the director in the student's music record. A point tally sheet is given to each student. Students must complete

and turn in their point sheets in order to receive letters and bars. A sample point sheet is posted on the blackboard in the band room (See Appendix III for a blank form). Letters are awarded when 20 points are accumulated; thereafter, bars are awarded for each additional 20 points earned. A bar is equivalent to a second or third letter. Students earning 30 points in any single year will receive trophies band letters, bars, and trophies are awarded at the Awards Banquet in the spring.

## Pictures

Band pictures are taken in the last week of Pre-School Band Rehearsal after all students have been outfitted in their marching uniforms. A group picture of the band is taken for the yearbook and football game programs. Individual and group pictures can also be ordered. Band pictures are paid in advance. Photo ordering envelopes are available several days prior to the "Photo Shoot" date. **Remember to ask your student if they have an envelope.** Pictures cannot be retaken if you miss this opportunity.

## Placement/"Seat"

At the end of the school year, auditions are conducted for each individual student to determine band assignment for the following year. During the year, other auditions may be held for seat placement. Students may have the opportunity to change places in the year by challenging the student seated immediately above them. Challenges, as well as all other auditions, are blind auditions done in the presence of screened-off band director(s). The player receiving the higher marks in the challenge receives the higher seat placement. These challenges are usually held after school. Auditions and challenges include: playing chromatic scales; two major scales chosen by the conductor at the time of the audition or challenge; the playing of a short prepared piece and a sight reading. The Concert Bands will re-audition in the fall for "seating" of students. For more information contact the band director.

## Practices

Attendance of After-school rehearsals is **required** of all performing ensembles.

- **Marching Band** meets throughout marching (football) season Tuesdays, Wednesdays, and Thursdays from 3:00 p.m. to 4:30 p.m. Expect practices to run over especially before the first competition.
- **Concert ensembles** meet after school once per week, several weeks prior to each concert and according to a schedule that will be provided to the students in writing well in advance of the rehearsals themselves. These rehearsals take place generally several weeks before each performance. During concert season it is necessary to have several rehearsals before competitions and concerts. These rehearsals are always announced in advance. The schedules are posted in the band room, on the band website, and sent home.

## Private Lessons/Teachers

Although not mandatory private instruction with a reputable and qualified teacher is advised and strongly recommended. The assistance of a private teacher is indispensable for help on: a difficult passages in band music and District Band auditions; selection and rehearsal of music for Solo and Ensemble Festivals and accelerating progress in learning one's own instrument. The band directors have a list of instructors as well as recommendations for high school students giving lessons.

## **Social Functions**

### **Awards Banquet (End of Year)**

The Awards Banquet is held at the end of the school year in the school cafeteria and is a potluck affair. Band letters, bars, trophies, and other awards are given to those who earned them. Details about the banquet are given to students as the event approaches. The Jazz Band provides the entertainment for the evening. The event concludes with the Senior Slide Show and lots of sentiment. The Awards Banquet is also a family affair so parents and siblings are encouraged to attend.

### **Family Picnic**

One evening during the Pre-School Band Rehearsal a family picnic is held at Burke Lake Park. This year's picnic is Friday, August 24. This potluck picnic affords the opportunity for families to become acquainted and is a "kick-off" to the marching season. Detailed information is provided to students during Pre-School Band Rehearsal. The picnic is a lot of fun and a wonderful chance to ask questions. The band directors and Band Booster officers will be there. In addition to the potluck picnic dinner, the band students can socialize or go off to play volleyball and other games. The picnic is over at dusk, which is when the park closes.

### **Middle School Related Social Functions**

There are two middle school activities during the school year. During the marching band season there is an event where the eighth grade students join the marching band during a home game and experience first hand what Marching Band is all about. There is also a reception following the Winter Concert.

### **New Student Ice Cream Social**

Each year in mid August the Student Officers and Drum Majors host a New Student Ice Cream Social at one of the Band Boosters' homes. At this social, freshmen and other students new to the band program are introduced to Student Officers, learn about band policies and are given an opportunity to ask questions about band activities.

### **New Parent Social**

Each year in mid August the Band Boosters host a New Parent Social at one of the Boosters' homes. At this social, parents who are new to the band program are introduced to Booster officers and committee members and are given an opportunity to ask questions about band activities.

### **Progressive Dinner (After Marching Season)**

The Progressive Dinner marks the official end of the marching season. It is one of the most popular events for students as well as hosting parents. The progressive dinner usually occurs the first Saturday after school resumes following winter break. Parent hosts are asked to provide hors d'oeuvres, salads, or main course for groups of 8 to 16 students in their homes. Sign-up sheets are posted in the band room at least one month prior to this event. If you haven't heard anything from your student please feel welcome to come into the band room and sign up to host a food course yourself. You can also contact the Progressive Dinner Committee Chair. Your child does not even have to go to his/her own house. Members of carpools typically are mixed in terms of grade, gender, and musical instrument played. They meet up with 2-3 other groups at a host family house. This provides an opportunity for students to become better acquainted with those with whom they might not have had much contact with during the season. Some carpools have student drivers (who have parent permission, and are either 18 years old or have had their driver license for more than one year). Many parent drivers are needed due to changes prohibiting the number of passengers a student driver can transport. This is a great volunteer opportunity to get to know other parents and students. Carpools start at the school and ultimately return there for dessert, a slide show and Marching Band superlative awards.

Parents and family are welcome at the dessert, slide show, and presentation of "superlatives." The progressive dinner will be explained in detail at the November Band Booster General Membership meeting.

### **Spirit Wear (Jackets/T-Shirts/Hats, etc)**

Show your support by wearing school colors with the band logo! A variety of Spirit Wear items are available ranging from \$3:00 to \$27.00 and will be available for sale at the band picnic and throughout school year while supplies last. We have great new spirit blankets and cushioned bleacher seats as well as new sweatshirts and sweat pants to help keep you warm on those cold football nights. Don't forget your keychain and car magnet. As always we have a variety of T-shirts with many different sayings and a great nylon drawstring backpack.

### **Spring Trip**

Every spring in middle to late April the Lake Braddock Band travels to a music competition outside the state of Virginia. Over the past few years the Band have competed in festivals in Toronto, Canada; Orlando, Florida; Atlanta, Georgia; Gatlinburg, Tennessee, the New York City area, and Cincinnati, Ohio. Past trips have been about four days in duration with the group leaving the school on Wednesday evening and returning on Sunday morning. Transportation is usually via chartered buses. Chaperones are needed for this trip. The approximate cost of this trip is usually about \$375 - \$500 for each student and chaperone (although chaperones are not charged for the bus cost.) A deposit of \$100 is usually required by winter break. The band director announces the destination and expected cost as early as possible during the year. All trip details including itineraries and permission slips are sent home via the band students well in advance of the trip. All or part of the cost can be offset by student account transfers.

### **Summer Marching Band Rehearsal (August)**

Pre-School Band Rehearsal is **required** for all members of the Marching Band and Color Guard. It is held at Lake Braddock Secondary School during the 2 weeks before the start of school (3 weeks prior for percussionists and color guard). A \$60 per student fee for Pre-School Band Rehearsal is charged and collected at the end of the preceding school year **or at registration for students enrolling during the summer.**

The hours for the Pre-School Band Rehearsal are 8:00 a.m. to 4:00 p.m. **for everyone, Monday through Friday.** (Occasionally, marching band practices can run a little longer.) Generally, rehearsals take place outside during the morning and indoors during the afternoon. Students will need a lunch and a container of water. The schedule includes both indoor and outdoor practices, sectional rehearsals, and a lunch break. **PRE-SCHOOL BAND REHEARSAL IS MANDATORY!** Please do not schedule vacations, appointments, etc. that will conflict.

**Marching band rehearsals can be rigorous so ensure your child is prepared.** It is a time for your child to really focus on the essentials of marching band. Lake Braddock has a national reputation because it can do two things at the same time; march and play well. Your child will be learning difficult music and difficult marching drills. This takes time and attention. Your child should have a good breakfast before leaving each day for band rehearsal. Experienced students bring coolers with lunch and a separate container for ice water. Those in the know avoid all sweetened beverages on the blacktop—they attract yellow jackets and wasps! Please make sure your child wears **sun block**. We do not want any student to become seriously ill with severe sunburn. The more experienced students wear hats. All marchers must wear **shoes and socks**—sandals are not allowed!

All the hard work of rehearsals pays off in spectacular performances. You can not believe how many people from so many different places look forward to seeing your children perform. Marching Band is fun and rewarding. At most schools, people leave for the snack bar at half time but not so at Lake Braddock. The football parents and students are cheering for your children at half time. Band Boosters from schools all over

the region look forward to seeing your children perform at competitions. As one McLean High School parent said after the 1996 Oakton Classic, "There's nothing better than watching Lake Braddock do a company front from end zone to end zone. Your band has a big sound and a great visual display."

## Transportation for Band Students

Transportation to contests, festivals, etc. is on chartered buses or school buses. The cost is shared equally among all band students participating in the activity. The travel fee for the fall is normally around \$50. The exact amount will be determined as soon as the fall schedule is complete. Personal check, cash, or a transfer from student accounts can cover costs. Transportation of those in the Pep Band is on school buses and there is no charge for the individual students.

## Uniforms

### Uniform Rental/Maintenance Fee

The fee for rental and maintenance of both marching and concert uniforms is approximately \$45.00 a year. This fee includes dry cleaning and general maintenance, such as replacement of buttons, zippers, snaps, etc. This fee does not include the repair of rips, tears, or any other major damage, loss of uniform or loss of uniform parts. This fee is due when contracts are sent home—generally during the beginning of Pre-School Band Rehearsal or the first week of school. Contracts must be signed by student and parents and returned with checks made payable to "**Bruin Band Boosters**" or "**BBB**".

### Uniforms: Marching, Color Guard, Concert

**Marching band uniforms** are provided through Bruin Band Booster funds. Students are measured and fitted for a uniform during Pre-School Band Rehearsal or whenever necessary. Students must provide their own black socks.

**Concert uniforms** are provided through Bruin Band Booster funds and fitted before the first concert, usually in early November. Male students use their same black marching band shoes and socks for concert wear. Bow ties and cummerbunds are provided. Female students will need black closed-toed heels or flats. The shoes are not to be off black, gray or any other dark color. No open-toed shoes, sandals or clogs. In addition, the students are required to purchase a tuxedo shirt or blouse that are fitted and sold at the school for approximately \$18.00. Checks are made payable to "**BBB**".

The portion of the uniform provided by the school is stored at the school and issued only at the time it is to be worn. All uniforms must be returned promptly after each performance. Any part of the uniform that is not returned or is lost is subject to a replacement cost that varies by item. **Remember: It is expensive to replace a single item!** Each student is responsible for his or her personal parts of the uniforms (shirts, blouses, studs, socks, stockings, and shoes).

### Shoes

Each marching band student must have black, shiny, patent leather, military-type marching shoes. Shoes are ordered from the Closet at a group discount of \$25.00. Shoes will be fitted, along with the marching uniform, during the first week of Pre-School Band Rehearsal. If shoes have already been purchased from another source they must be approved by the Closet chairperson. The Closet also has a limited number of used shoes that are in good condition; the price is \$10.00. All checks are made payable to "**BBB**".

## Volunteer Opportunities

Volunteer opportunities are available in the areas listed below. In many cases, hours can be flexible to accommodate your schedule. Your involvement can be ongoing or on a one-time basis. The success of the Lake Braddock band program depends on you. Anyone who would like to help in any fashion but does not know where help is needed is more than welcome to call the Band Booster President, or any other band officer or committee chair. Every year we need new volunteers to shadow senior parents in key volunteer positions this helps ensure a smooth transition the following year. We encourage you to sign up and be part of a great team.

### Board Member Positions

There are five Board Member positions (President; 1st VP for Hospitality; 2nd VP for Fund Raising; Secretary; and Treasurer) that require an extra amount of time, leadership, and other skills. Elections are held in the spring for these positions.

#### President

The President is the Band Booster Chief Executive and acts on behalf of the Board and the membership. Also serves as the Chair of both the Board of Directors and Executive Committees. Duties include: appointing Committee Chairpersons. (See Appendix I for list of Board Members and Committee Chairpersons); presides at both the Board of Directors and General Membership Meetings; general supervision of all business and affairs of the Boosters; and works with the, Officers, Committee Chairs and Band Directors to develop agendas for meetings. The President represents the Boosters and its members to other Lake Braddock Secondary School (LBSS) organizations, such as the LBSS Bruin Board.

#### 1<sup>st</sup> VP for Hospitality

The First Vice President is responsible for the social activities of the band. Specific duties include: planning and coordination of the Marching Band Picnic; providing water for students during the two weeks of Pre-School Band Rehearsal; providing refreshments for the Marching Band following the first half-time show; organizing the receptions following the middle school and high school winter concerts; ordering directors boutonnieres for each concert; coordinating the middle school band festival and assisting student officers with the end-of-the-year Awards banquet.

#### 2nd VP for Fund Raising

The 2nd Vice President manages all ongoing Booster fundraising activities (e.g., Scrip, Entertainment Books, Citrus, White House Ornaments, and Tag Day), coordinates the development of new fundraising ideas, and develops the annual Booster budget with the Band Director, President, and Treasurer. The Second Vice President also assumes the responsibilities of the First Vice President when the First Vice President cannot perform them.

#### Secretary

The Secretary attends and records minutes at all Board, General, Annual, and special meetings of the Bruin Band Booster organization and maintains the By-laws. The Secretary prepares the annual student Directory and Parents' Guide in collaboration with the Board Members and Committee Chairpersons. The Secretary prepares and sends thank you notes as requested and is responsible for providing notice of upcoming annual elections and preparation of proxies and ballots. For the Awards Banquet the Secretary orders the Jefferson Cups for distribution to parents of seniors who have provided extraordinary support to the band program.

## Treasurer

The Treasurer tracks the flow of money in and out of the BBB non-profit corporation income and expense accounts; maintains custodial accounts for about 220 band students and for the Middle School band; pays bills and reimburses other committee members for authorized expenses; ensures timely deposit of fee collections and fundraiser income; prepares and files annual state corporation forms and the annual Federal Tax return (990) and contractor payment forms (1099); prepares BBB financial reports and presents them at monthly meetings; prepares the annual application for the Federal Combined Federal Campaign; manages bank accounts and related investments; and maintains continuing communications with the band directors, BBB committee members, students, and parents regarding all things financial.

## Chaperones

**Committee Chair:** The chaperone chairperson is responsible for getting chaperones for all band and color guard trips away from school grounds as well as Pre-School Band Rehearsal at school. The chairperson prepares bus lists and provides other needed information. They assign chaperones specific duties for each trip. The chaperone chairperson is responsible for updating first aid kits and ensuring first-aid kits and emergency care forms are taken on band trips. The chairperson also assigns chaperone duties at Pre-School Band Rehearsal.

**Additional Volunteers:** Chaperones accompany the band on the bus for any trips away from school grounds and at Pre-School Band Rehearsal on school grounds. Chaperones are needed for Pre-School Band Rehearsal, pep band, competitions, spring trip, graduation and any special events that may occur. Chaperones check students on the bus, help load the buses, and supervise students while away from school grounds. At Pre-School Band Rehearsal chaperones stay outside in the morning to help with distributing water and any student that may need assistance. In the afternoon the chaperones stays in the school outside the band room. They get water and help wherever needed. Chaperones are not charged for transportation for trips away from school but are responsible for any other expenses they incur which can include food and hotel accommodations (Spring Trip).

## Citrus Sales

**Committee Chair:** A chairperson coordinates orders and incentives among students, boosters, and the citrus company.

**Additional Volunteers:** Help is needed on the day citrus arrives at the school to unload the fruit trucks. Citrus is sold twice per year, with deliveries in December and February.

## Color Guard

**Committee Chair:** The Color Guard (CG) liaison responsibilities include: provides communication and coordination between the CG team and CG choreographer as well as the BBB board and chairpersons. CGL assists the team prior to each performance to ensure uniforms, shoes, and individual's hair is within the standard expectations. CGL travels to performances and assists on site as needed. CGL promotes team unity by providing guidance to the captains and developing spirit activities. In addition, the chairperson coordinates parent volunteer activities as required.

## DVD/Video

**Committee Chair:** Chairperson(s) and volunteer video photographer(s) video record the marching band beginning at Pre-School Band Rehearsal and through the final competitions. The very popular video yearbook of marching band memories is put together and distributed in the spring. Sales of the DVD are done throughout the year beginning at the Band picnic.

**Additional Volunteers:** If you can't take pictures, consider helping out with the paperwork—designing the video sales flyer, taking orders, distributing the finished video at school, etc.

### **eCommunications**

**Committee Chair:** The chairperson collects band reminder items from the directors, board members and chairpersons, and writes reminder mass e-mails to all band families as needed.

### **Entertainment Books**

**Committee Chair:** The chairperson organizes the sales and distribution of Entertainment Books. The chairperson also insures that band members' accounts are credited.

### **Equipment/Pit Crew**

**Committee Chair:** The Equipment/Pit Crew chairperson is responsible for organizing volunteers to assist in maintaining and moving the large band equipment. The chairperson instructs the volunteers on what tasks they will be supporting and coordinates with band director on where band equipment needs to be placed during performances.

**Additional Volunteers:** Equipment/Pit crew volunteers assist in transporting large equipment (percussion instruments) to and from home football games and competition sites and positioning for use on the field at the time of performance. The Pit Crew helps in the repair, maintenance, and construction of equipment and carts when needed. Pit Crew help is also needed for some concert band performances at "away" sites.

### **Instrument Petting Zoo (IPZ)**

**Committee Chair:** A parent coordinator establishes the dates, times, and number of band and orchestra musicians needed as instrument demonstrators with the Women's Committee representative. See "Instrument Petting Zoo" under "Extra Band Opportunities." The coordinator identifies student participants and submits their names to the Women's Committee of the National Symphony Orchestra, organizes carpools, and is the liaison the day of the event.

**Additional Volunteers:** Parent volunteers are needed to carpool in either one or both directions, and are invited to stay and observe the wonderful interactions our students have with the public and may attend the concert at no charge.

### **Membership**

**Committee Chair:** The Membership chairperson promotes membership in a variety of ways; encourages new membership; sends membership information to prospective new members; welcomes new members; issues membership cards; responsible for the membership records, maintains an up-to-date membership list; acts as a liaison between members and the Bruin Band Boosters Board and the Band Directors; collects fees and submits fees to Treasurer for deposit.

### **Middle School Band Liaison**

**Committee Chair:** A parent volunteer is the liaison between the middle school band and the high school band. The liaison will plan and organize two activities during the school year. During the marching band season the liaison works directly with the band directors to plan an event where Eighth grade band students join the marching band during a home game and experience first hand what the marching band is all about. The liaison is also responsible for coordinating the reception following the Middle School Winter Concert at the school.

**Additional Volunteers:** Parents are needed to help set up and clean up for the Winter concert reception.

## Newsletter

**Committee Chair:** The Newsletter Editor Chairperson is responsible for receiving and proofing articles and other pertinent band information. The Editor also designs the layout of the newsletter, places the information and prepares it for the Newsletter Production person and for placement on the LBB website.

**Committee Chair:** The Newsletter Production Chairperson is responsible for making address labels for the newsletters, and for copying, folding, sealing, addressing and distributing copies, both in-house and by mail.

## Phone Tree

**Committee Chair:** The Phone Tree chairperson develops a phone tree Excel database using the band roster and coordinates the distribution of urgent messages via the phone tree when the need arises. This includes the of 26 phone tree volunteers who make phone calls and send emails to small groups of 6 to 8 band families.

**Additional Volunteers:** Families of all band and color guard members are placed on a calling list. Volunteers call or e-mail a list of 8-10 families on an as-needed basis with important information and reminders.

## Progressive Dinner

**Committee Chair:** The Progressive Dinner chairperson is responsible for planning and organizing the annual Progressive Dinner. Specific duties include: soliciting parents to host one of the three courses of the dinner; arranging for student and adult drivers; posting sign-up sheets in the band room; organizing students into groups for traveling to homes; preparing maps for each group to use to move from course to course; arranging for use of the school for the dessert and slide show portion of the evening and coordinating set-up and clean-up for dessert.

**Additional Volunteers:** Parents are needed for hosting various courses and driving carpools. See "Progressive Dinner" under "Social Functions."

## Publicity

**Committee Chair:** Publicity chairperson is in charge of all publicity for the band in all forms of media. Newspaper ads for Tag Day, announcements at school broadcasting the days and times when band is performing or competing, and making sure the community knows that we appreciate their support.

## Scrip Sales

**Committee Chair:** Throughout the year, a chairperson coordinates orders, collects and deposits money, and distributes scrip cards to band families.

## Social Activities Support

**Committee Chair:** See 1<sup>st</sup> VP of Hospitality.

**Additional Volunteers:** We always need help with the set up, decorations, and clean up for the many social functions that occur during the band year. Some of the activities include the band picnic, the Winter Band Concert reception, and the awards banquet. If you can help in this area, contact the First Vice President. (See Appendix I)

## Spirit Wear

**Committee Chair:** The spirit wear chairperson is responsible for buying and distributing a variety of spirit wear items. Items will be sold at middle and high school concerts as well as before football games. There will also be a table at the Bruin Blast, fall craft show and a table at the summer picnic.

**Additional Volunteers:** Volunteers are needed before and during Marching band season to help order and sell Spirit wear.

## Tag Day

**Committee Chair:** The chairperson explains Tag Day to the kids in the large band room and to parents at the picnic; calls upon generous souls to act as Sector House Host/Hostesses and Helpers; coordinates teams of band kids; gathers drivers to transport said teams out into the neighborhoods; organizes all maps, flyers, and envelopes to accompany teams out into the neighborhoods; orders enough flyers (and envelopes) to make sure each house in the LB district gets one (to the tune of 15,000); organizes all Sector House materials so that they may support their drivers and keep track of the money earned; ensures a pizza lunch is arranged and set up before the children return to the school; solicits volunteer to handle Sector 7 mailer so that information may be mailed to the homes that are too far apart to walk to on Tag Day; organizes Post Tag Day mailer for those who could not participate on Tag Day and for the homes where information was not left.

**Additional Volunteers:** Sector House Host/Hostesses and helpers, drivers, individuals to set up and clean up after pizza lunch, individuals to work sector 7, which includes homes that were not visited on Tag Day because of distance between houses; these houses receive mailers.

## Uniform Closet

**Committee Chair:** The Band Uniform chairperson fits, supervises alterations, stores, distributes and collects the band uniforms (marching and concert) and color guard for performances. In addition, the chairperson: manages uniform cleaning and maintenance; inspects proper wearing of the uniform; maintains a computer database of uniform inventory by student name and uniform number; orders replacement uniforms or pieces, plus Pre-School Band Rehearsal sign-off t-shirts and sells tux shirts, shiny shoes, white gloves, tux buttons (studs), socks and toiletries. Also, attends all games, concerts, festivals and trips for needed assistance with uniforms.

**Additional Volunteers:** "Closet Parents" assists during Pre-School Band Rehearsal with the hemming of uniforms; helps hand out uniforms for games, competitions, festivals and trips; assists students with proper wearing of uniforms and hair for games and competitions and assist with assessment of uniforms for cleanliness after games and competitions.

## Website

**Committee Chair:** The Lake Braddock Band Website ([www.lbband.org](http://www.lbband.org)) is an important communication and publicity arm of the Band Boosters and the Band. Parents and students can visit the website to read about band accomplishments and Booster activities, check calendar schedules and due dates, obtain information on fundraisers, read about alumni band members, buy and sell musical instruments, and find many other areas of useful information. The "Webmaster" or website manager needs to have some computer skills, but the most important function is to keep the information timely and up to date. The website content is primarily information that has already been written and approved by the Band Director or Band Boosters. The Webmaster depends on everyone to send in information and digital photos for website posting.

**Additional Volunteers:** The content and appearance of the website is under constant evolution and new ideas and skilled volunteer design assistance are always welcome.

### **White House Ornaments (WHO)**

**Committee Chair:** The chairperson orders and picks up the ornaments in Maryland. Informs the treasurer ahead of time and the treasurer then writes a check for the order. First order is for about 1,200. The chairperson has the WHO available for sale at the Band Picnic, Bruin Blast, concerts, footballs games, PTSA Craft Fair and Election Day sale. The Chairperson keeps track of each student's account, deposits all monies and sends to the Band Director a record of each student's band points earned by selling WHO. Books are closed in June and given to treasurer final count of inventory.

## Appendix I – Band Contact Numbers

### BAND DIRECTORS CONTACT NUMBERS

**Band directors can be reached by calling the school at 426-1000 or at the following extensions:**

Roy Holder	703-426-1076
Michael Luley	703-426-1076
Lou Bean	703-426-1079
Music Department Office, Wilma Broz, Office Assistant	703- 426-1072 (Best number to call for messages to be relayed)

### The Lake Braddock Bruin Band Boosters, Inc.

**Board Members**

Office	Name		
President	Carlotta Dallstream		
1 <sup>st</sup> Co-Vice-President	Melissa Graves		
1 <sup>st</sup> Co-Vice-President	Bobbi Hess		
2 <sup>nd</sup> Vice-President	Trish Moxie		
Secretary	Susan Magnotti		
Treasurer	Sharon Gottlieb		

**Committee Chairpersons and Assistants**

Committee	Name		
Chaperones	Nancy Sinclitico		
Color Guard	Melissa Graves		
Equipment/Pit Crew	Steve Turner		
Middle School Liaison	Tris Miserendino		
Newsletter/Editor	Laura Nelson		
Newsletter Production	Debbie Overson		
Instrument Petting Zoo	Doris Vaiana		
Progressive Dinner	Robin Ringler		
Publicity	Carolyn Green		
Membership Co-Chair	Dawn Delaney		
Membership Co-Chair	Marguerite Knickmeyer		
Phone Tree/ e-communications	Nancy Mackow		
Uniforms/Closet	Susan Stanger		
Video Camera	Ken Rice		
Video Distribution	VACANT		
Website	Bentley Roberts (Interim)		

**Fundraising Chairpersons**

Activity	Name	Phone	Email
Citrus LB Chair	Stacy Tanner		
Citrus Band Co-Chair	VACANT		
Entertainment Books Co-Chair	Judy Bleacher		
Entertainment Books Co-Chair	Pam Lieber		
Scrip	Felicia Norman		
Spirit Wear	Heidi Bishop		
Tag Day	Jacki Robinette		
White House Ornaments	Mawi Nutley		

### Appendix II – Standard Annual Band Fees

The following are standard fees required for band participation and are subject to change. Students and families can help offset these costs by participating in fundraisers for this purpose including: Scrip, Citrus Sales, and Entertainment Book sales.

Standard Fees	Approximate Due Date	Approximate Amount
Pre-School Band Rehearsal	Spring of preceding year	\$60
Transportation Fee	September	\$45 or 50
Uniform Fee <sup>1</sup>	September	\$45
Booster Membership Fee (Family Members and friends)	Anytime (Provides free entry to indoor concerts)	\$5
District Band/Solo and Ensemble	Fall	Varies
Spring Trip	Winter/Spring (two Payments)	\$300-550
Other Possible Costs	Throughout the year	From \$5 to \$25
Shirts/Blouses	"	"
Black Shoes	"	"
District/All State Fees	"	"
Solo Festival	"	"
Videos/Pictures	"	"
Instrument Maintenance. Fees	"	"
Private Lessons	As arranged	From \$15 to \$50 each

<sup>1</sup> Students need to purchase their own shoes and shirts/blouses. See Uniform section of the guideline.



